

## EXCEL PROJECT 4: Creating a Worksheet for Calculating Recipe Amounts

### Objectives Practiced

- Create a worksheet.
- Enter data.
- Format cells.
- Enter and copy formulas.

*Fillipa has a successful catering business that specializes in small company dinner parties. The most popular dessert item on her menu is old-fashioned custard. Because the number of people at each catered event varies, Fillipa needs to be able to scale the recipe accordingly, so she uses a worksheet to calculate the amounts for each ingredient.*


1. Create a new blank Excel workbook and save the workbook as **Custard Recipe XXX.xlsx** (replace XXX with your initials) in the location where you store your data files.
2. Enter the data shown in the figure below. Format as needed to make your worksheet look like the figure.

#### Hint

*The width for columns A and B should be approximately 14.00 (103 pixels), and the width for columns C through F should be approximately 12.00 (89 pixels).*

	A	B	C	D	E	F	G
1	Ingredient	Unit	Amount for one recipe	Double the recipe	Triple the recipe	Quadruple the recipe	
2	Eggs	an egg	5				
3	Sugar	cup	0.5				
4	Vanilla extract	teaspoon	2				
5	Salt	teaspoon	0.25				
6	Milk	cup	3				
7							

3. In cell D2, create a formula that multiplies the amount of eggs for one recipe (cell C2) by two.
4. Copy the formula in cell D2 to cells D3:D6.
5. In cell E2, create a formula that multiplies the amount of eggs for one recipe (cell C2) by three.
6. Copy the formula in cell E2 to cells E3:E6.



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7. In cell F2, create a formula that multiplies the amount of eggs for one recipe (cell C2) by four.
8. Copy the formula in cell F2 to cells F3:F6.
9. Center the data in cells C2:F6.
10. Save and close the workbook, then exit Excel.

### Critical Thinking

Open the **Custard Recipe XXX.xlsx** file. Copy the headings in the range A1:F1 to the same cells in Sheet2 of the workbook. Using formulas where appropriate, fill in the worksheet with ingredients and amounts for scaling your own favorite recipe or for a recipe that you locate online. Save and close the workbook.

## EXCEL PROJECT 5: Tracking Hiking Miles in a Worksheet

### Objectives Practiced

- Enter formulas.
- Copy formulas using the fill handle.
- Use Auto Fill to fill in a series
- Freeze panes.


*Seneca is hiking part of the Continental Divide Trail and keeping a log of the miles she travels each day. Each time she reaches a town, she e-mails the information to her cousin back home who is recording it in a worksheet for her.*

- Open **EX Project 5.xlsx** from the folder containing your data files, and save it as **Trail Log XXX.xlsx** (replace XXX with your initials).
- Select cell **A4** and use Auto Fill to fill in the dates for the range A5:A20.
- In cell D5, create a formula that adds the miles traveled today (cell C5) to yesterday's total trip miles (cell D4) to get the current total trip miles.
- Copy the formula in D5 to cells D6:D20.
- Change the format of columns C and D to the Number format with two decimals.
- Freeze the pane above row 4.
- Scroll down the worksheet until row 21 is displayed below row 3. Enter the information that appears in cells B21:C25 in the figure below into the corresponding cells in the Trail Log XXX.xlsx workbook.

#### Hint

*After completing step 4, the total miles for May 10 should be 221.5.*

	A	B	C	D	E
1	Continental Divide Trail Log				
2					
3	Date	Starting Location	Miles	Total Miles	
21		Snow Lake	21.00		
22		Dirt Road	17.20		
23		Dirt Road	12.00		
24		Reserve, NM	9.70		
25		Mangas Mountain	21.50		
26					



## **EXCEL PROJECT 5:** Tracking Hiking Miles in a Worksheet

8. Use Auto Fill to fill in the dates in cells A21:A25, and then use the fill handle to copy the necessary formula to calculate and display the miles in cells D21:D25.
9. Save and close the workbook, then exit Excel.